

West Virginia Executive Branch Privacy Tip of the Week

Privacy Notice Audits

Question:

The other day I was looking at a State Government website and saw a link to a privacy notice. What's that all about?

Answer:

Privacy notices enable us to tell our customers what we do with their personally identifiable information (PII), such as name, home address and date of birth. These notices have a second function too - they provide us with a good way to test our internal practices.

Take a few moments to read the privacy notices associated with the processes that you know. Consider the following questions:

- ✓ Are the statements in the notice accurate? Are all of our uses and disclosures of the PII covered in the notice?
- ✓ If we collect Social Security numbers, does the notice contain the required Federal Privacy Act language about our collection and use of the Social Security numbers?
- ✓ Does the notice contain current contact information for the Privacy Officer or another person who is available to answer questions and resolve concerns?
- ✓ Is the privacy notice easy to read and understand?

If the answer to any of these questions is no, the privacy notice needs to be updated and other controls may also need to be put in place. Contact your Privacy Officer for assistance.